



# Maryland Judiciary

## Job Announcement

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**Open to current Maryland Judiciary employees only**  
**Previous applicants need not reapply**

<b>Opening Date:</b>	August 27, 2015	<b>Closing Date:</b>	September 3, 2015
<b>Job Title:</b>	Supervisor III	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	059573	<b>FLSA Status:</b>	Non - Exempt
<b>Location:</b>	Circuit Court for Prince George's County Upper Marlboro, Maryland	<b>Grade/Salary:</b>	J11 \$41,767 - \$67,255
		<b>Financial Disclosure:</b>	No

**Essential Functions:** Supervises operations and teams within the Civil Family Division and coordinates work flow and staff coverage. Conducts or participates in employment interviews and selections. Manages and documentation of staff performance evaluations, staff development and training, conflict mediation and progressive discipline. Advises team leaders and their staff on office policies and procedures. Resolves complex and/or unusual work-related problems, researches, reviews and interprets changes in Maryland Rule of Procedures, Maryland Codes, Court policies and other effective working relationships among staff, other agencies, and the public. Prepares correspondence and management reports. Coordinates with lead workers daily to ensure all offices are sufficiently staffed and possibly re-distribute work and/or responsibilities as to ensure work flow. Approve, maintain and monitor time and attendance of employees. Manage conduct and documentation of staff performance, evaluation, development, conflict and progressive discipline. Handle personnel problems. Review and interpret changes in Maryland Rules, Codes, and Court policies and advise lead workers and staff to ensure adherence to change. Resolve complex and unusual work related problems. Interprets, implements and advises co-workers regarding rules, regulations and policies. Conduct and/or participate in employment interviews and selections. Conducts staff meetings. Prepare special reports and work on any special projects as needed with the Family Division.

**Education:** High School Diploma or GED

**Experience:** Seven years of general clerical experience, five of which must have been in a trial or appellate court of the United States. Two years of supervisory or lead experience.

**Preferred:** Completion of Court Supervisor/Manager Certificate Program.

**Note:** Applicants may substitute education at an accredited college or university for the required general experience at the rate of thirty semester credit hours for each year of general experience.

**Skills/Abilities:** Thorough knowledge of the Civil/Family sections as well as office and personnel management. Ability to read and apply laws, office rules, regulations and procedures. Ability to communicate both effectively in writing and orally. Ability to define problems, establish facts, draw conclusions and present recommendations based on logical interpretation of information. Thorough knowledge of the Domestic Violence process and legal procedures. The ability to work overtime when required to process protective orders immediately following court hearing. Ability to perform all essential

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Circuit Court for Prince George's County  
Courthouse  
14735 Main Street, Room D1015  
Upper Marlboro, MD 20772-9987  
ATTN: Hon. Sydney Harrison, Clerk of Court

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.